

Exhibitor Rules and Regulations

1. The 65th Midwest Fish and Wildlife Conference will, for each booth contracted, provide the following:
 - a. 8' x 10' booth with 8' high back drape and 3' high side drape dividers
 - b. 6' x 24" x 30" draped table
 - c. 2 chairs and a wastebasket
 - d. 7" x 44" identification sign

Additional furniture, electrical service, telephone, or other special services may be obtained at an additional charge.

2. The 65th Midwest Fish and Wildlife Conference reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibit or exhibitor, and to permit only such display matter or conduct as is consistent with the character and theme of the conference.
3. Except as indicated otherwise, all exhibitors will observe the following schedule:

Sunday, December 12	
Exhibit set-up	1PM-5PM
Sunday, December 12	
Social (exhibits open)	7PM-10PM
Monday, December 13	
Exhibits open	8AM-5PM
Tuesday, December 14	
Exhibits open	8AM-5PM
Wednesday, December 15	
Exhibits open	8AM-Noon
Wednesday, December 15	
Exhibit take-down	Noon-5PM

A refundable \$50.00 deposit is required from all exhibitors to ensure compliance with the scheduled exhibit hours.

4. The 65th Midwest Fish and Wildlife Conference has contracted **MCS Event Decorators** for necessary exhibitor/display services. Order forms will be provided to all exhibitors for use in requesting additional furnishings and services. The Conference will not be responsible for charges incurred by exhibitors for services contracted separately through this company.
5. Exhibitors will be responsible for meeting their own meal and lodging needs.

Conduct

6. The exhibitor agrees not to use microphones, loudspeakers, or other amplifying public address devices unless approved by conference officials.
7. The exhibitor agrees that all displays, interviews, conferences, distribution of literature, lectures, exchanges of money, etc. will be made inside the leased space.

8. The exhibitor agrees not to permit any conferences, meetings, or solicitations in his/her leased space, except those consistent with the interests of the organization whose name appears on the exhibit.

Receipt of Exhibit Materials

9. Exhibit matter may be consigned in storage facilities maintained by MCS Event Decorators. Instructions on shipping, handling costs, liability limits, etc. will be found in the MCS Exhibitor Service Kit to be mailed to all exhibitors.

Insurance

10. The 65th Midwest Fish and Wildlife Conference will provide reasonable security but will not assume any responsibility for the safety of exhibits in case of theft, fire, accidents, of any cause whatsoever. Exhibitors must insure their own property, all of which will remain in their care, custody, and control while it is in place in, or in transit to or from, the confines of the exhibit area.

Fire Precautions

11. The exhibitor agrees that his/her display will be constructed with materials and in such a way that it will pose no fire hazard.
12. In case the exhibition premises are destroyed by fire or the elements, or by any other cause, or in case of any circumstances whatsoever, including strikes, which make it impossible for the conference officers of the Westin Hotel to permit any exhibitor or exhibitors to occupy the premises, the exhibitor or exhibitors shall pay for space only for the period the space was or could have been occupied.
13. The 65th Midwest Fish and Wildlife Conference and its officers are released from any and all claims for damage, which might arise in the consequence thereof. In the event that for any reason the exhibit is not held as proposed, then the 65th Midwest Fish and Wildlife Conference and its officers, upon refunding of all monies received from an exhibitor or exhibitors, shall be released from all claims for damages.

Cancellation

14. An exhibitor may cancel his/her contract for exhibit space upon written request to the 65th Midwest Fish and Wildlife Conference exhibits chairperson at any time prior to November 1, 2004 and receive full refund of payment.